

तात्काळ/कालमर्यादा

क्रमांक:- प्रतिनि-१०३२/प्र.क्र.१३९/१४

सामान्य प्रशासन विभाग,

मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,

मंत्रालय, मुंबई-४०० ०३२

दिनांक:-३०.०८.२०१२

प्रति,

सह/उप सचिव,

सर्व मंत्रालयीन विभाग (आस्थापना),

• मंत्रालय, मुंबई-४०० ०३२

विषय:- राज्यपालांचे सचिव कार्यालयाच्या आस्थापनेवरील अवर सचिव (प्रशासन) गट-अ हे पद प्रतिनियुक्तीने भरण्याबाबत.

महोदय/महोदया,

राज्यपालांचे सचिव कार्यालयाच्या आस्थापनेवरील अवर सचिव (प्रशासन) गट-अ हे पद रु. १५६००-३९९०० ग्रेड पे रु.६६००/-या वेतनश्रेणीतील (गट-अ राजपत्रित) मंत्रालयातील अवर सचिव (समकक्ष) संवर्गातून प्रतिनियुक्तीने भरावयाचे आहे. सदर पदांसाठी निश्चित करण्यात आलेल्या कर्तव्य व जबाबदाच्या सोबत जोडल्या आहेत.

२. तेहा सर्व मंत्रालयीन विभागांना विनंती करण्यात येते की, सदर पदांसाठी निश्चित करण्यात आलेल्या कर्तव्य व जबाबदाच्या लक्षात घेऊन उपरोक्त पदावर प्रतिनियुक्तीने जाण्याकरिता इच्छुक असलेल्या आपल्या विभागातील अवर सचिवांची नांवे त्यांच्या मागील पाच वर्षीच्या अवर सचिवांपेक्षा कमी दर्जा नसलेल्या अधिकाऱ्यांनी साक्षांकीत केलेल्या गोपनीय अहवालांसह वैयक्तिक माहिती (Bio-Data) व विभागीय चौकशीचे प्रमाणपत्र इ. बाबतच्या माहितीसह या विभागाकडे दिनांक १५.०९.२०१२ पर्यंत निश्चितपणे प्राप्त होतील अशा रितीने कृपया पाठवावीत. तसेच इच्छुक अधिकाऱ्यांची प्रतिनियुक्तीसाठी निवड झाल्यास त्यांना संबंधित विभाग कार्यमुक्त करेल किंवा कसे याबाबतही कृपया अभिप्राय द्यावेत. आपल्या विभागातून प्रतिनियुक्तीसाठी कोणीही अवर सचिव इच्छुक नसल्यास निरंक असेही कृपया कळविण्यात यावे. एकदा निवड झालेल्या अधिकाऱ्याला त्याचे नाव मागे घेता येणार नाही. सदर पत्राची प्रत सहपत्रासह महाराष्ट्र शासनाच्या www.maharashtra.gov.in या वेबसाईटवर प्रसिद्ध करण्यात आली असून त्याचा संगणक संकेतांक २०१२०८०१२४३१८०१०० असा आहे.

आपला,



(जहांगीर खान)

कक्ष अधिकारी, महाराष्ट्र शासन

सहपत्र- वरील प्रमाणे

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(a) ADMINISTRATION BRANCH

1. Under Secretary to the Governor (Administration)

The Officer is entrusted with the responsibility of initiating the following matters :—

- (1) To deal with regular establishment matters, such as pay, pension, leave and discipline of staff in the Governor's Secretariat. Countersigning Officer for expenditure under the "Head 090-Secretariat".
- (2) Public Information Officer under Right to Information Act, 2005 for Office of the Secretary to the Governor (Administration Branch / Development Board Branch)
- (3) General Supervision over the Administration Branch and Accounts Branch.
- (4) Appointment of Council of Ministers and allocation of portfolios among them.
- (5) Swearing-in ceremonies of the Governor, Chief Minister, Ministers and Chief Justice, Sheriff, Lokayukta and Upa-Lokayukta etc.
- (6) To prepare draft of the Monthly Report of the Governor to the President.
- (7) Work pertaining to Governor's Conference.
- (8) Work pertaining to Governor's address to the Joint Session of the State Legislature.
- (9) Appointment of Judges
- (10) Padma Awards
11. Meeting of Dr. P.V. Cherian Artificial Kidney Trust, Countess of Duffrin Fund, State Level Committee for Prevention of Control of AIDS.
12. Requests from Institutions for Patronage of the Governor and his wife.
13. Correspondence with Centre and State Government, Corporations etc.
14. Work pertaining to South Central Zone Cultural Centre, Nagpur.
15. Work pertaining to Sainik Welfare Board, Pune
16. Nominations of MLCs/MLAs
17. Mercy Petitions under Article 161, Review Petitions, Writ Petitions, Disqualifications under Article 192, prosecution against Ministers.
18. Appointment of Members of Tribe Advisory Council, SCZCC, King George Vth Memorial, Sainik Welfare Board, Indian Red Cross Society etc.
19. To deal with the Annual Reports of Tribal Development Department.
20. Memoranda from Political parties and Social Organisations
21. Complaints regarding public grievances.
22. Acceptance of official functions by the Governor.
23. To attend to other miscellaneous work, such as the meetings, functions, delegations in Raj Bhavan etc.
24. Control over Peons / Messengers.
25. To attend to tapal during Secretary's absence.

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24. Control over Peons / Messengers.
25. To attend to tapal during Secretary's absence.

26. Supervision of Computers, Xerox Machine, Fax Machines and other office equipments.
27. Maintenance of M.T.N.L. Telephones and EPABX Telephone Exchange.
28. Any other matters entrusted by the Governor's Secretary.

2. Assistant Secretary to the Governor

The Officer is entrusted with responsibilities of initiating following matters :—

1. Files received from the Mantralaya relating to Bills and Ordinances.
2. Summoning and Proroguration of the State Legislature.
3. Appointment of Chairman, Members and Secretary of the Maharashtra State Public Service Commission (MPSC) and allied matters.
4. Appointment of Chairman and Members of,—
 - (i) Maharashtra Administrative Tribunal (MAT)
 - (ii) Maharashtra State Human Rights Commission
 - (iii) State Chief Information Commissioner and State Information Commissioners
- HG 2202 (iv) State Election Commissioner
- (v) Finance Commission
- (vi) Water Resources Regulatory Authority.
5. Leave applications of Chairman, Members and allied matters of the above mentioned Constitutional Bodies.
6. Submission of Annual Reports of the Comptroller and Auditor General, Lokayukta and Upa- Lokayukta, Finance Commission and the MPSC.
7. President's Police Medal, Home Guards and Civil Defence Medals and Fire Service Medals etc.
8. To deal with the files relating to Recruitment Rules and Amendments to various Rules
9. Appointment of Lokayukta and Upa-Lokayukta,
10. Appointment of Sheriff of Mumbai
11. Swearing in ceremonies of the Council of Ministers, Lokayukta and Upa Lokayukta, Sheriff of Mumbai.
12. Work relating to Office maintenance.
13. Allotment of peon duties to VIP/VVIPs.
14. Memoranda from political parties and other social workers etc.
15. Maintenance of Computers
16. Maintenance of EPABX Exchange
17. Purchase of official stationery

(Papers / files on the subjects 10 to 17 will be submitted to J.S./D.S. (A) through U.S.(A))